Summary Report for Individual Task
805D-211 -5101
Supervise Religious Data Management in the Joint Operations Area
Status: Approved

Condition: Given: a Joint Task Force HQs and a joint, multinational formation, in a forward deployed location, two or more subordinate Brigade Task Forces, digital communications equipment, Microsoft Share Point software and pertinent JOCSOPs, TACSOPs, and Religious Affairs annex to an OPORD with all required references (Theater Security Cooperation Plan, Theater Campaign Plan, Theater Command Chaplain's intent, etc ...). ' Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Display Knowledge Management (KM) skills required of a senior 56M by demonstrating the ability to Supervise Religious Data Management in a Joint Operations Area. Perform all ten performance measures without error.

Special Condition: None

Safety Level: Low

MOPP: N/A

Task Statements

Cue: None

DANGER
Follow appropriate measures for the Joint Operating Area

WARNING
Follow appropriate measures for the Joint Operating Area

CAUTION
Follow appropriate measures for the Joint Operating Area

Remarks: N/A

Notes: N/A

Performance Steps

1. Identify religious affairs (RA) reporting requirements.

    a. Story boards.

    b. Personnel actions

    c. HD/LD coverage reports

    d. Monthly detailed RA reports

    e. Weekly RA OPSUM.

    f. RST rosters

2. Prepare standardized product formats for each report.

3. Establish suspenses for each type of field report and standards for data/analysis reported.

4. Coach subordinate religious support teams (RSTs) on reporting procedures and data analysis in order to report operational summaries that are relevant and concise.

5. Publish FRAGO detailing reporting requirements and procedures.

6. Establish and manage KM portal with user permissions, functional folder taxonomy, email notifications and quick-find buttons for users.

7. Post links to relevant web sites that support RA mission accomplishment.

8. Employ remote communications technology to facilitate virtual meetings (Adobe Connect, telephone conferences, VTC/Tandberg.w/multimedia support).

9. Analyze field data collected from reports and virtual conferences to develop operational products for reporting to higher RSTs, JTF CG/staff sections, and other pertinent users.

10. Collect observations, insights, lessons (OIL- per AR 11-33) to compile AARs, historical reports and lessons learned to submit to the CALL for publication.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed. Score the Soldier a NO GO if any step is failed. If the Soldier fails any step, show or tell him/her what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Evaluate this task during either garrison training or a field environment. Give the evaluated Soldier guidance, purpose, reference material and situational awareness of the mission so they can accurately demonstrate the 'know how' of Supervising Religious Data Management in the JSoint Operations Area. Brief Soldier that he/she will be evaluated on his/her ability to perform the task as all ten performance steps indicate.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified religious affairs (RA) reporting requirements (1)			
a. Story boards			
b. Personnel actions			
c. HD/LD coverage reports			
d. Monthly detailed RA reports			
e. Weekly RA OPSUM			
2. Prepared standardized product formats for each report.			
3. Established suspenses for each type of field report and standards for data/analysis reported.			
4. Coached subordinate religious support teams (RSTs) on reporting procedures and data analysis in order to report operational summaries that are relevant and concise.			
5. Published FRAGO detailing reporting requirements and procedures.			
6. Established and managed KM portal with user permissions, functional folder taxonomy, email notifications and quick-find buttons for users.			
7. Posted links to relevant web sites that support RA mission accomplishment.			
8. Employed remote communications technology to facilitate virtual meetings (Adobe Connect, telephone conferences, VTC/Tandberg.w/multimedia support).			
9. Analyzed field data collected from reports and virtual conferences to develop operational products for reporting to higher RSTs, JTF CG/staff sections, and other pertinent users.			
10. Collected observations, insights, lessons (OIL- per AR 11-33) to compile AARs, historical reports and lessons learned to submit to the CALL for publication.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 5-0	The Operations Process	No	No
	FM 1-05	Religious Support	No	No
	FM 6-01.1	Knowledge Management Operations	No	No
	JP 1-05	Religious Affairs in Joint Operations	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and

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Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
150-01E-0103	Develop A Knowledge Management Standing Operating Procedure (SOP)	150 - Combined Arms (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
150-01E-0103	Develop A Knowledge Management Standing Operating Procedure (SOP)	150 - Combined Arms (Individual)	Approved
150-01E-0101	Apply Knowledge Management (KM)	150 - Combined Arms (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
16-5-3002	Perform Religious Administrative Support	16 - Chaplain (Collective)	Approved